



CITY OF ST. PAUL

OFFICE OF LICENSE, INSPECTIONS AND ENVIRONMENTAL PROTECTION
350 ST. PETER STREET, SUITE 300
ST. PAUL, MINNESOTA 55102-1510

MECHANICAL PERMIT APPLICATION

Visit our Web Site at www.ci.stpaul.mn.us/liep

PROJECT ADDRESS		Number	Street Name	St. Ave. Blvd. Etc.	N S E W	Suite/Apt.	Building Name	Date
Contractor		Address City State, Zip+4				Phone		
(Include Contact Person)		(Permit will be mailed to the Contractor's Address)						
Property Owner		Address City State, Zip+4				Phone		
(Include Contact Person)								
New Building <input type="checkbox"/>	Existing Building: Circle Only One Repair Alter Replace					Estimated Value of Mechanical Work \$		
Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>		Estimated Start Date					
Enter Number of Dwelling Units <input type="text"/>		Estimated Completion Date						
Check ONLY One Category Box (A separate permit is required for each category.)		Gas <input type="checkbox"/>		Steam / Hot water <input type="checkbox"/>	Factory Built Fireplace <input type="checkbox"/>	Tank Installation <input type="checkbox"/>		
		Oil <input type="checkbox"/>		Other Piping Systems <input type="checkbox"/>	Wood Stove <input type="checkbox"/>	Tank Removal <input type="checkbox"/>		Solar <input type="checkbox"/>
		Other Fuels <input type="checkbox"/>		Incinerator <input type="checkbox"/>	Refrigeration <input type="checkbox"/>	Refrigerant Type: _____		
For Each Unit Enter:		Make	Model		BTU		Quantity	
(Use a separate sheet to continue list of units)					TOTAL HEAT LOSS / GAIN (IN BTUs) <input type="text"/>			
Condenser Location: Rear Roof Side Inside					TANK INFORMATION (Removals or Installations)			
Type Flue Circle Class: A B C PVC					Number of Tanks			
Test Lab Approvals: UL AGA Other _____					Material Stored in Tank(s): Size of Tank(s): (Gallon amount per tank)			
Please enter brief description of job, location in building & floor, location of tank, and other comments.					Make Checks Payable to City of St. Paul.			
Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.					SUMMARY OF FEES			
					Permit Fee (Minimum \$42.00)		\$	
					State Surcharge (Minimum \$.50)		\$	
					Total Permit Fee		\$	
Applicant's Signature					Payment may be made by Credit Card.			
Please complete the following Information. Circle the Card Type.					Master Card Expiration Date:			
ENTER YOUR ACCOUNT NUMBER IN THE BOXES:					Visa Month /Year			
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Approving Inspectors Initials					Badge of Inspector Assigned to Permit			
					Please Sign & Date below. Signature of Card Holder required for all charges			

If you are paying for your permit by *MasterCard* or *Visa*, you may fax your application.
The credit card information section must be filled in and signed
Our FAX number is 651- 266-9124.

INSTRUCTIONS FOR FEE CALCULATION

Effective 7-31-95

GAS BURNER OR OIL BURNER:

Each burner: \$42.00 for the 1st 100,000 BTU's per hour input or fraction thereof, plus \$8.00 for each additional 100,000 BTU's. Maximum fee for each individual burner shall be \$550.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed \$1,000.00.
State surcharge is 50¢ per permit not Burner.

STEAM FITTING OR HOT WATER, OR OTHER FUELS/PIPING SYSTEMS

Fee for new construction or alteration shall be one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition and repairs including heat transfer units, accessories to the heating system including pipe, fittings and all labor and materials necessary for installation. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. Minimum fee is \$42.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is a 50¢ state surcharge.
\$1,001.00 and up is .0005 times the value of the job.

INCINERATORS

Commercial and industrial incinerators are one percent of the total value of the work with a minimum of \$42.00 for each installation. State surcharge is 50¢ per permit not Incinerator.

FACTORY BUILT FIREPLACE OR WOOD STOVE

The fee for factory built fireplaces, fireplace inserts and wood stoves for residential use shall be \$42.00. Method for providing positive combustion air must be provided with the permit application. State surcharge is 50¢ per permit not Fireplace or Stove.

REFRIGERATION

One percent of the total value of the work. The work must include equipment and installation. Minimum fee is \$42.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is a 50¢ state surcharge.
\$1,001.00 and up is .0005 times the value of the job.

TANK INSTALLATION

Fee for tank installation shall be one percent of the cost of the job with a minimum fee of \$42.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is a 50¢ state surcharge.
\$1,001.00 and up is .0005 times the value of the job.

TANK REMOVAL

Tank removal fee is \$100.00 per tank, per Section 33.04(A)(3). Tank Removal has no state surcharge.

SOLAR HEATING SYSTEMS

Permit fees for solar heating systems shall be one percent of the total value as defined in Section 33.04(A) with a minimum fee of \$42.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is a 50¢ state surcharge.
\$1,001.00 and up is .0005 times the value of the job.

MINIMUM FEE FOR MECHANICAL WORK SHALL BE \$42.00.

Mechanical Inspectors are in the office for inspection requests between 7:30 - 9:00 AM, Monday - Friday. Phone 651-266-9004.
Permit Fee Information can be obtained by calling 651-266-9090, Monday - Friday, 7:30 - 4:30.